

Message Text

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ACTION EUR-12

INFO OCT-01 ISO-00 /013 W
-----068277 261106Z /15
R 261056Z AUG 77
FM AMEMBASSY PARIS
TO SECSTATE WASHDC 7651

UNCLAS SECTION 01 OF 02 PARIS 24796

USOECD

FOR EUR/RPE AND EUR/EX

E.O. 11652: N/A
TAGS: OECD (ADMIN)
SUBJECT: REQUEST FOR APPROVAL OF PURCHASE OF WORD
PROCESSING EQUIPMENT

REF: EUR REGIONAL INSTRUCTIONS 76-1

1. USOECD HAS FOR THE LAST SIX MONTHS BEEN LOOKING AT WAYS TO ACHIEVE MORE EFFICIENT USE OF SECRETARIES' TIME AT THE MISSION. FACED WITH EXPANDING REQUIREMENTS, A LOW RATIO OF SECRETARIES TO OFFICERS, AND RESTRICTIONS ON INCREASES IN SECRETARIAL SLOTS, WE TURNED TOWARD IMPROVEMENT OF SECRETARIAL PRODUCTIVITY THROUGH MODERNIZATION OF EQUIPMENT. WE HAVE CONCLUDED THAT THE PURCHASE OF TWO IBM MC A SYSTEM MODEL 6620 MAGNETIC CARD SELECTION TYPEWRITERS WOULD GO A LONG WAY TOWARD ACHIEVING THE INCREASED EFFICIENCY WE SEEK. WE THEREFORE HAVE SET ASIDE SUFFICIENT FUNDS FROM FY1977 TO PURCHASE THE MACHINES WHEN APPROVAL IS GRANTED (19,968.00 PLUS FREIGHT, INITIAL INSTALLATION, AND MAINTENANCE CHARGES).

2. OUR STUDY OF WORK FLOWS REVEALED THREE MAJOR AREAS
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OF WORK WHERE WORD PROCESSING EQUIPMENT WOULD IMPROVE SECRETARIAL EFFICIENCY.

A) REDRAFTING OF TELEGRAMS, LETTERS, MEMORANDA, AND OTHER CORRESPONDENCE. MANY SECRETARIAL HOURS ARE UTILIZED IN THE VARIOUS STAGES OF THE DRAFTING PROCESS IN THE MISSION OF TELEGRAMS,

LETTERS, MEMORANDA, AND OTHER CORRESPONDENCE. THE MISSION DRAFTING PROCESS IS PARTICULARLY DIFFICULT BECAUSE OF MULTI-AGENCY INPUT AND RESULTING CHANGES IN A HIGH PERCENTAGE OF OUTGOING CORRESPONDENCE OF ALL TYPES.

B) REPETITIVE AND CIRCULAR CORRESPONDENCE. THE MISSION HAS A LARGE AMOUNT OF CORRESPONDENCE WHICH IS REPETITIVE IN NATURE OR IS CIRCULARIZED TO THE TWENTY-FOUR MEMBER COUNTRY DELEGATIONS, E.G., THE MISSION PROCESSES NEARLY 600 JOB APPLICATIONS A YEAR, EACH REQUIRING AT LEAST TWO STANDARD LETTERS FROM THE MISSION, PLUS TELEGRAMS AND MEMORANDA TO STATE CONCERNING CLEARANCE REQUESTS. MUCH OF THE LANGUAGE IS STANDARD AND EASILY STORABLE.

C) RECURRING REPORTS AND MISCELLANEOUS DOCUMENTS. DISSEMINATION OF OECD INFORMATION IS A MAJOR FUNCTION OF THE MISSION. RECURRING REPORTS ARE ISSUED ON A REGULAR BASIS WHICH REQUIRE ONLY MINOR TEXTUAL CHANGES. WITHOUT WORD STORAGE CAPABILITY, THESE REPORTS MUST BE RETYPED. SPEECHES; BRIEFING PAPERS PREPARED FOR OECD MEETINGS; AND SCHEDULES AND OTHER INTERNAL AND EXTERNAL DOCUMENTS ISSUED ON A REGULAR BASIS

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ARE ALL A MAJOR PART OF THE MISSION TYPING LOAD.

3. CURRENTLY IN ALL OF THE ABOVE AREAS, INDIVIDUAL SECRETARIES PERFORM THE OFTEN REPETITIVE WORK REQUIRED. IF PURCHASE OF THE MACHINES IS APPROVED, THE MISSION PLANS TO INSTALL ONE IN THE OFFICE OF THE SECRETARY OF DELEGATION, THE FOCAL POINT OF ALL OUTGOING CORRESPONDENCE AND A MAJOR PRODUCER OF PAPERS REFERRED TO IN PARAGRAPH 2B AND C. THE SECRETARY OF THE SECDEL OFFICE HAS ALSO RECENTLY ASSUMED ADDITIONAL DUTIES UNDER THE ADMIN OFFICER, WHICH INCREASES THE NEED FOR WORD PROCESSING EQUIPMENT CAPABILITY.

THE SECOND MACHINE WOULD BE INSTALLED IN THE COUNSELOR'S

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OFFICE, WHERE THE LARGEST TELEGRAPHIC WORKLOAD IS
LOCATED. CONTROL OF THE MACHINE WOULD BE IN THE
COUNSELOR'S OFFICE, BUT ACCESS WOULD BE GRANTED TO ALL
OTHER MISSION UNITS INCLUDING TREASURY, AID,
AGRICULTURE, ERDA, AND USIA.

4. THE ADMINISTRATIVE ORGANIZATION HAS BEEN MODIFIED
IN ANTICIPATION OF THE PURCHASE OF AN MC/ST MACHINE.
THE SECDEL SECRETARY TOOK ON THE ADDITIONAL DUTIES IN
THE ADMINISTRATIVE AREA DESCRIBED ABOVE WITH THE
EXPECTATION OF AN INCREASE IN EFFICIENCY WITH THE
ADDITION OF THE MACHINE. THE COUNSELOR'S OFFICE
MACHINE WILL INITIALLY BE UNDER THE CONTROL OF ONE OF
HIS SECRETARIES WITH ALL OTHER MISSION SECRETARIES
TRAINED IN ITS USE ON A SHARED BASIS.

5. CONCERNING VENDOR SERVICE AND MODERNIZATION OF THE
EQUIPMENT, THE MISSION ANTICIPATES NO PROBLEMS. THE
LOCAL IBM OFFICE IS FULLY CAPABLE AND ACTIVE IN
PROVIDING INFORMATION ON NEW EQUIPMENT AS IT DEVELOPS.

6. ACTION REQUESTED: MISSION REQUESTS APPROVAL
SOONEST OF PURCHASE OF TWO IBM MC/ST MACHINES USING
FY 1977 FUNDS ALREADY SET ASIDE FOR THIS PURPOSE.
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Message Attributes

Automatic Decaptioning: X
Capture Date: 01-Jan-1994 12:00:00 am
Channel Indicators: n/a
Current Classification: UNCLASSIFIED
Concepts: SALES, ELECTRIC EQUIPMENT
Control Number: n/a
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Decaption Date: 01-Jan-1960 12:00:00 am
Decaption Note:
Disposition Action: n/a
Disposition Approved on Date:
Disposition Case Number: n/a
Disposition Comment:
Disposition Date: 01-Jan-1960 12:00:00 am
Disposition Event:
Disposition History: n/a
Disposition Reason:
Disposition Remarks:
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Drafter: n/a
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Executive Order: N/A
Errors: N/A
Expiration:
Film Number: D770309-0250
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From: PARIS USOECD
Handling Restrictions: n/a
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Litigation History:
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Review Release Date: n/a
Review Release Event: n/a
Review Transfer Date:
Review Withdrawn Fields: n/a
SAS ID: 1468735
Secure: OPEN
Status: NATIVE
Subject: REQUEST FOR APPROVAL OF PURCHASE OF WORD PROCESSING EQUIPMENT
TAGS: EQUIP, FR, US, OECD
To: STATE
Type: TE
vdkgvwkey: odb://SAS/SAS.dbo.SAS_Docs/bad55b52-c288-dd11-92da-001cc4696bcc
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